

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME, ON AUGUST 11, 2004.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL (202) 512-0307 AND ASK FOR FRANK YATOR. COLLECT CALLS.

SPECIFICATIONS

U.S. Government Printing Office (GPO)
Washington, DC

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

SPECIFICATIONS FOR CONTRACT PRINTING, BINDING, AND IMAGING OF PUBLICATION 3195 (10/2004)

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NOTE: Due to the numerous number of exhibits (9) in this specification, the exhibits will not be put on the Internet. A complete copy of the specifications may be obtained from the bid room by request. Telephone 202-512-0526.

SCOPE: These specifications cover printing and binding of 578,844 copies of an EIGHT (8) page, self cover pamphlet (Pub. 3195), imaging/addressing*, sorting, assembling by ZIP Code (staging), and turnover for mailing of approx. 569,000 pamphlets. Sacked mail will be required. 9,844 pamphlets (unaddressed) will require packing for bulk shipments.

* See Section 4.2 for addressing option.

NOTE: It will be necessary for the contractor to produce 200 addressed & sealed pamphlets to fulfill the requirements in Section 10.2 (C).

BID QUANTITIES: Exhibit 1 shows the Government's bid quantity breakdown by IRS service center.

CHANGES IN QUANTITY: The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 25% of the quantities shown in Exhibit 1 until the date specified in the schedule. These quantity adjustments may be made via successive updates of Exhibit 1 or by telephone and will be the FINAL quantity. Billing adjustments for scheduled quantity changes (+ or -) and for subtraction of undeliverables (see Section 5.1.1) will be at the contractor's quoted "ADDITIONAL RATE". (See Offers Section) If no changes have been received by the scheduled date for final quantity adjustments, the bid quantities will stand as the FINAL quantity.

NOTE: Must be full FINAL quantity to all consignees. No shortages or overages of the final quantity will be allowed.

Section 1 - SCHEDULE

<u>Date</u>	<u>Event</u>
08-11-04	Bid opening.
08-18-04	Award of contract. (Purchase Order Number by phone)
10-29-04	Electronic media available for pickup at GPO.
11-12-04	Final day the Government may make quantity adjustments.
11-12-04	Phase 1 address cartridges to contractor.
11-26-04	Drop Shipment Plan due.
12-27-04	Earliest turnover of Phase 1 pamphlets. Complete bulk shipments.
12-31-04	Phase 2 address cartridges to contractor.

- 01-05-05 Complete turnover of Phase 1 pamphlets to Postal Service.
- 01-12-05 Complete turnover of Phase 2 pamphlets to Postal Service.
- 01-17-05 Postage summary reports PS Form 3602, and listing of PS Form 3602's due (See Section 1.5 and Section 2.4).

The Government will attempt to meet the schedules as stated in these specifications. However, uncontrollable circumstances such as Congressional Legislation may delay the furnishing of electronic media. In such event, the schedule will be adjusted in accordance with contract terms.

1.1 A preaward plant survey may be conducted by Government Printing Office and Internal Revenue Service personnel to determine if the prospective contractor (and its subcontractors) have adequate facilities and expertise to accomplish the requirements of these specifications.

1.2 A preproduction conference will be held at the contractor's plant as indicated in the schedule. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract. Prior to this conference the contractor will submit 2 copies each of detailed written Production and Quality plans. The plans shall be submitted, by the date in the schedule, to the Contracting Officer, U.S. Government Printing Office, Stop PPP, Room C-817, Attention: IRS Control Desk, North Capitol & H St. NW, Washington, D.C. 20401. The proposed Quality plan is subject to Government approval. The contractor will conduct this preproduction conference during which the production plan will be discussed and the previously approved Quality plan will be reviewed in depth. Items to be included in the Production Plan are: 1) processing and sorting masterfile magnetic cartridges, as well as the security of the cartridges and taxpayer information, 2) scheduled start-up dates for all phases of production, 3) how coordination/ communication will flow from one production phase to another, 4) who will be responsible for each phase, 5) how will subcontractors be involved and kept informed, 6) specific production dates of all subcontractors, 7) how the product will be staged and/or shipped, and 8) any other special requirements which are specific to this contract. Items to be included in the Quality Systems Plan are covered in the Quality Systems Section. Attending this meeting will be representatives from the Internal Revenue Service and there MAY be representatives from the Government Printing Office and USPS Headquarters Office Personnel. To establish coordination of all required operations, a representative of all subcontractors involved should also be present as well as representatives from each involved production area for the primary contractor. It is also required that the contractor have the local Postal Service representative in attendance.

1.3 **QUALITY SYSTEMS AUDIT:** In connection with the pre-production conference, should the Government elect, a quality systems audit would be conducted. Following the conference, IRS/GPO may conduct an in-depth audit of all contractor quality control methods, quality systems and quality plans in a formal walk-through review of the previously approved written plan. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. Should subcontractors be involved, a complete audit of their quality systems may also be performed. This procedure will be mandatory for all contractors doing IRS Tax Package work for the first time.

1.4 **INSPECTION NOTIFICATION:** 72 hours prior to press, pamphlet binding, addressing and mailing operations the contractor must e-mail to Terry.A.Costa@irs.gov. E-mail/fax IRS Form 9558 (copy of Form to be furnished with purchase order) to 202-622-3190 with the following information: 1) Jacket and Requisition Numbers; 2) Name of company; 3) Location and address of inspection site; 4) Name and phone number of contact person; and 5) Date and time of inspection. Whether IRS elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection. If IRS fails to respond, proceed as you would have, had there not been an inspection. Attendance at, or waiver of, the inspection does not affect any other provisions of the contract. Do not hold up production unless specifically authorized by the GPO.

1.5 **Postage Summary Report & Shipping Notification** (The reports must be submitted by the date/s in the schedule, otherwise there will be a delay in payment processing): Contractor is required to submit postage summary reports, for each phase, showing the number of pieces and cost of Carrier Route, 3/5 digit, and Basic broken out by Service Center and the grand total, in a format similar to the one shown in Exhibit 9. The reports are to be submitted after the mail tapes are prepared following NCOA processing. Contractors must also submit shipping notification on the final day of shipping. E-mail the reports and notifications to Tiah.W.Roberts@irs.gov.

Section 2 - MATERIALS

2.1 FURNISHED BY GOVERNMENT:

2.1.1 A MacIntosh formatted ZIP disk containing all files/fonts in QuarkXpress, Freehand, and Photoshop in program format, plus a dummy (imaged, color visual). Prior to image processing, the contractor is responsible for checking files contained on the furnished diskette to insure that such features as bleeds, register marks, and correct file output selection have been provided. The contractor must supply necessary trapping. High resolution image processors must be used if generating films.

2.1.2 Magnetic cartridges, for addresses, produced in the Extended Binary Code Decimal Interchange Code (EBCDIC) format. Contractor must be capable of reading cartridges utilizing a 36 track format, with data compression. Cartridges furnished will be sorted by IRS Service Centers. Contractor must provide the listings, reports, etc. to perform the mailing operation. Contractor is responsible for coding and assigning all carrier route numbers and endorsements.

2.1.3 Form 2040 in a PDF fillable Adobe Acrobat 5.0 file format provided via e-mail.

2.1.4 IRS Form 13456, IRS Publishing - Postage Report in a fillable PDF file format and IRS Form 13456-A, IRS Publishing Postage Statement - FAX Cover Sheet, in a fillable PDF file format to be furnished to the contractor.

2.1.5 Contractor must schedule an advance planning meeting with the Postal Service, prior to printing and imaging the pamphlets, to request the furnishing of sacks, pallets, trucks and to coordinate a mailing plan.

2.1.6 DISPOSITION OF FURNISHED MATERIALS: Postal Service will advise contractor of disposition of unused pallets if furnished by the Government. The address cartridges supplied by the IRS must be returned by traceable means, at contractor's expense, to the address provided with the cartridges. Electronic media must be returned to IRS, Room 6242, Attn: Tiah Roberts, W:CAR:MP:P:W:T, 1111 Constitution Avenue NW, Washington, DC 20224. Balance of furnished materials may be disposed of at contractor's discretion 30 days after completion of pamphlet turnover to Postal Service.

2.2 FURNISHED BY CONTRACTOR: Print contractor is required to have Internet access, provided through their Internet Service Provider (ISP) with e-mail and web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The print contractor is also required to have Adobe Acrobat 5.0 (or more recent) software (not Adobe Reader).

The print contractor is required to complete and e-mail Form 2040 daily to the IRS when shipping begins. Form 2040 is in a PDF fillable Adobe Acrobat 5.0 file format. The majority of the information will be included in the report from the IRS to the contractor but the contractor is responsible for the verification and correctness of information supplied back to IRS. If there is any information missing or incorrect, please contact Tiah Roberts at (202) 927-9459.

The contractor *must* update the Electronic Form 2040 and transmit via e-mail to the IRS each day product ships.

All other materials and operations necessary to fulfill the contract requirements, including facsimile transmission capability, any necessary conversion program to utilize Government-furnished cartridges and the following:

2.2.1 Pamphlet Paper: White Matte Coated Cover, basis weight: 65 lbs. per 500 sheets, 20 x 26", must equal JCP Code L50.

2.3 JCP STANDARDS: The specifications of all papers furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

2.4 Postage Statements/IRS Postal Forms: The contractor is required to complete and submit via email Form 13456 to the IRS within three days of the barrel stamp date on the postage statement. For your convenience, Form 13456 is provided as a fillable PDF file. The IRS will complete the top portion of the form prior to emailing the form to the contractor. The contractor is responsible for capturing the five data elements from every postage statement (i.e. USPS Form 3602, 3602-R, 3600). The contractor is responsible for the accuracy of the information returned to the IRS. If there is any information missing or incorrect, please contact Tiah Roberts at 202-927-9459.

The contractor must update the Electronic Form 13456 and submit via email to IRS at postage@publish.no.irs.gov and also email to Tiah.W.Roberts@irs.gov within three (3) workdays of the barrel stamp date on the postage statement. Any delay or missing input could result in delay of payment.

All Postage Statements (i.e. USPS Form 3602, 3602-R, 3600) must contain the IRS Agency Cost Code "67039" in the "Federal Agency Cost Code" box. The GPO Jacket Number must be included in the mailer information located in the upper portion of the postage statement.

Faxing USPS Postage Statements: In addition to emailing a completed Form 13456, the contractor is also required to FAX all associated postage statement forms to the IRS. The contractor is required to FAX only postage statement forms (i.e. USPS Form 3602, 3602-R, 3600) that have received a barrel stamp from the postal service to 1-267-295-7877 (not a toll free number). The first page of every FAX sent to the IRS must be a fully completed IRS Form 13456-A. The number of pages faxed may not exceed 32 pages in any single FAX transmission. The form must contain entries in the following fields:

Date, Name of IRS Publishing Analyst, IRS requisition number, GPO jacket number, GPO contractor number, Name of contractor, Contact person at contractor, telephone number of contact person, FAX number of contact person, number of pages faxed (cannot exceed 32 pages including cover sheet).

Within three (3) workdays of completion of mailing, contractor must ship via overnight, traceable means, one complete set of all barrel date stamped postage statements to: IRS, 1111 Constitution Ave., NW, Rm. #6242, Attn: Tiah Roberts, (202) 927-9459, Washington, D.C. 20224.

Section 3 - PAMPHLET SPECIFICATIONS

3.1 Number of Pages: 8 pages, self-cover, no blanks.

3.2 Quantity: 578,844.

3.3 Trim Size: 8-1/2 x 5-1/2"; bind on the 5-1/2" dimension.

3.4 Format: Prints head to head in two ink colors throughout. Contains duotone (133 to 150 line screen) on page 1 and postage & fees paid indicia (G-48) on page 8.

3.5 Ink: PMS 7414 and black.

3.6 Contractor must set GPO imprint line, per Contract Terms (page 6).

3.7 Margins: Duotone on page 1 and PMS 7414 background area on page 2 bleed top, bottom, and outside; adequate gripper margins for balance of pages. Follow trim marks output from media.

3.8 Binding: Saddle-wire stitch in two places and trim three sides. For mailed copies, secure the 5-1/2" open edge with either glue, clear tabs or clear wafer seals, in accordance with the USPS Domestic Mail Manual. At contractor's option, the front and back covers can be extended by 1/2" to glue open edge. Securing with glue must hold securely during mailing and handling, permit easy opening without damage to body of mailer.

3.9 Proofs: Contractor must submit 2 set(s) of color key, or similar proofs. Submit proofs as soon as the contractor deems necessary in order to comply with the contract schedule. Proofs will be withheld 3 workdays from receipt in the GPO until they are made available for pickup by the contractor. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. Do not return electronic media with proofs.

Submit proofs to: U.S. Government Printing Office, Stop PPP, Room C-817, 27 G Street NW, Washington, DC 20401. The container and accompanying documentation must be marked "Attention: IRS Desk, PAMPHLET PROOFS" and must include the GPO Jacket Number.

Section 4 - IMAGING SPECIFICATIONS

4.1 **Furnished Cartridges:** Cartridges for imaging are raw unedited mail label record cartridges and will be furnished as per the schedule in Section 1. The contractor will have to reformat the cartridges to image the required address information. The contractor must create a delivery point barcode. The contractor must convert the cartridges for all sack-sorted mail.

4.1.1 Contractor will be responsible for imaging pamphlet and printing reports from furnished cartridges.

4.1.2 Cartridges received in unusable condition or out of ZIP code sequence will be replaced by IRS on an expedited basis. If the contractor has not reported any discrepancy to the Government, within five workdays after receipt of cartridges, it will be taken that none exists. The contractor may notify IRS Martinsburg Computer Center (MCC) of cartridges that are missing or need replacing. Call MCC Production Control Help Desk (304) 264-7501 and provide the following: Job Run File ID; Batch Cycle Group; Cartridge Number; and a brief explanation of the problem.

4.1.3 **Security Letter:** The contractor must guarantee that they, and any subcontractor's, will not reproduce, or allow reproduction of, the cartridges furnished by IRS, nor use or allow any person to use the cartridges or labels themselves for any other purpose than mailing the tax packages. The contractor must FAX on company letterhead (reference the GPO jacket number), to IRS @ 202-622-3190, a detailed report of the inventory and tracking system and the security measures to be taken to secure the IRS cartridges and any information output from them, throughout the period the contractor and/or subcontractor's have possession of taxpayer information. (See IRS Pub. 1075 "Tax Information Security Guidelines for Federal, State, and Local Agencies". A copy may be obtained either from the Internet by entering [HTTP://WWW.IRS.GOV](http://WWW.IRS.GOV), then click on forms and pubs, or from IRS by calling 1-800-829-3676), also (See Privacy Act Exhibit)

4.2 **Pamphlet Addressing:** Imaging is required on page 8 of pamphlet only (see Exhibit 2). Computer image addresses (by either computer line (impact) printers or non-impact printers) in black, using a sans serif typeface. Addressing must be sharp and legible. Characters must be spaced 10 characters to the inch horizontally with a maximum of 39 characters per line and spaced 6 lines per inch vertically.

Image the carrier route endorsement and literal; the service center code, package class, name, address, city, state, and zip code using positions 33 to 38 and 45 to 202 on the cartridge record; and the postal sack number & break number (change indicator) in 5 lines.

In addition, the contractor is required to produce a unique number, that must be imaged above the address, so the contractor may retrieve and reproduce any unusable pamphlet, using their own equipment. Replacement must be accomplished as damage occurs in order to maintain proper ZIP code sequence. All spoiled pamphlets must be destroyed. If the unique number contains more than 10 characters it must NOT begin with 1800, 1877, 1888, or 1900. This unique number will also aid the contractor in retrieval of taxpayer information during order fulfillment.

At contractor's option, in lieu of computer imaging addresses directly onto the pamphlet, contractor may produce address labels (white paper with addressing and unique number in black using a sans serif typeface).

Section 5 - SORTING OF PAMPHLETS

5.1 **Scope:** IRS will furnish the contractor with cartridges sorted by ZIP code within IRS Service Centers. Contractor must provide the listings, reports, etc. to perform the mailing operation. The USPS Domestic Mail Manual must be followed. Mailers must submit samples of reports to the Rates and Classification Center (RCC) in their Postal Service Region.

5.1.1 **Furnished Cartridges:** Contractor is responsible for taking the IRS raw data file and passing the file against the National Change of Address (NCOA) file using standard matching logic. The contractor will provide the IRS with magnetic cartridges containing incomplete addresses.

5.1.2 **Undeliverables:** Certain nixies should not be mailed.

- **NCOA nixies**, which consist of, G-Flag/closed post office boxes, K-Flag/no forwarding address, P-flag/Primary address not found on DSF and F-flag/foreign mail, will be taken out of the mailing.
- **True nixies**, which consist of a move type code (R, S, T) and one other nixie option code should not be mailed. The exceptions to the above would be when the move type code is accompanied by a single nixie code G, K, Q, U, in which case the IRS master file address should be used.

- **False nixies**, which have a move type code (R, S, T) plus 2 or more other nixie option codes **should be mailed** to the IRS master file address.

5.2 Carrier Route. Presort: Contractor must utilize a commercially prepared software package for assigning a portion of the mail file in an approved carrier route format (carrying carrier route endorsement and number on the first line of the address). There will be no carrier routes that have fewer than ten pieces. Each carrier route change must be identified within the mailing address.

5.3 Contractor must provide printout listings for the carrier route portion that show the number of pieces for each carrier route, within ZIP Code, city and state. A subtotal by 5-digit ZIP Code, 3-digit ZIP Code, residual mail, and service center must also be provided.

5.4 The contractor must comply with all U.S. Postal Service regulations governing the preparation of bulk rate mailings which are in effect at the time of the mailing, including the issuance of the required forms (mailing statements) and the weighing of shipments. The contractor is encouraged to meet with local postal authorities.

5.5 ZIP Code Sequence Within the Ten Service Centers: Cartridges will be sequenced for each Service Center. The addressed pamphlet with a sack or package change (or new zip code or carrier route change) must have a change indicator that will appear in the last line of the address.

5.6 ZIP Code Count Listing: Contractor's software must provide ZIP Code count listing cartridges for the contractor's use in controlling the addressing operation. Contractor must also supply one printed copy to USPS.

5.7 IRS Resident Coordinator: One or more IRS representatives may be stationed at the contractor's and/or subcontractor's facility to provide project coordination in the receipt of cartridges, verification and organization of the address cartridges and labels, monitoring of the printing, binding, quality control sample selection and inspection, and monitoring of the labeling, packing, and staging of the tax packages. These coordinators do not have contractual authority and cannot make changes in the specifications or contract terms but are to bring any and all defects they see to the attention of the company Quality Control Officer. These coordinators will have full and unrestricted access to all production areas where IRS work is being produced. The contractor will furnish office space to include a desk, telephone, personal computer with internet access to send and receive e-mail. Personal computer must be loaded with Adobe Acrobat 5.0, Adobe Office Suite, Microsoft Word, and Microsoft Excel 97 for submitting reports. Access to a fax machine will also be required for the coordinators. This space will be in an enclosed, secure area adjacent to the binding/mailing operations. (Long distance charges will be reimbursed by the Government). Desk and telephone access are also required for a postal clerk during the turnover of packages to the Postal Service. The coordinators are to receive sample copy for every 10,000 run.

5.8 Daily Production Report: The contractor will provide daily addressing production information required to complete Report Form 9659. (See Exhibit 3) The coordinator will transmit this report every work day to IRS National Office via internet. In the absence of the coordinator, the contractor must transmit the report to IRS to Terry.A.Costa@irs.gov. ALL PRODUCTION DATA, ETC., WILL BE KEPT IN STRICT CONFIDENCE BY THE GOVERNMENT.

Section 6 - PACKING FOR MAIL

6.1 Trays Loading and Marking: The Postal Service Standard Mail rate will be used for this mailing. The requirements of the Postal Service in effect at the time of the mailing, as outlined in the Domestic Mail Manual, must be complied with. All trays containing mixed carrier routes or 5-digit ZIP codes require internal wrapping or tying in direct bundles of ten or more pieces. See Domestic Mail Manual for more details.

Section 7 - STAGING

7.1 Prepared mail must be assembled and stored "staged" for eventual turnover to U.S. Postal Service. The pamphlets for the furthest destinations will be turned over first, and closest destinations last.

7.2 At the pre-production conference, U.S. Postal Officials will develop a loading plan breakdown to the 3-digit ZIP code level for the contractor, showing ZIP code order in which pallets and vans will be loaded and dispatched.

Section 8 - MAIL TURNOVER TO POSTAL SERVICE (f.o.b. contractor's city)

8.1 Standard Mail: The Postal Service will verify the total weight of the mailing. PS Form 3602 must be completed and submitted for each truckload shipment leaving the plant unless "Optional Procedures" are authorized. IRS will not apply for plant load authorization nor optional acceptance procedures. Authorization for Optional Procedure must be requested by the contractor from the RCC in the region the mailing plant is located. The contractor must comply with all Domestic Mail Manual regulations governing use of Standard Mail.

8.1.1 The IRS will obtain the Standard mail permit for this mailing.

8.2 Location of Staging Area and Point of Entry: Contractor will specify in his bid the location of his staging area/areas and his proposed point of entry/entries for the pamphlets to be mailed. (See Offers Section)

8.3 Truck/trailers (vans) will be provided by U.S. Postal Service. However, physical loading is contractor's responsibility, in conformance with the U.S. Postal Service loading plan. Vans will not be provided before earliest turnover date as indicated in schedules without demurrage costs.

8.4 USPS Plant-Verified Drop Shipments: The contractor will be required to drop ship all mailed quantities directly to the BMCs and SCFs, and to accomplish this, must prepare and implement a detailed plant-verified drop shipment plan, the cost of which must be included in the contractor's total bid price; a separate charge will not be allowed for any administrative costs for preparing and implementing the drop shipment plan.

On or before the date in the schedule, the contractor MUST submit its detailed plant-verified drop shipment plan for direct shipments to the BMCs and SCFs. The detailed plan must be submitted to the GPO and must be basically in the format shown in Exhibit 8 to show the piece count, approximate weight, postal discount, freight charges, net savings, and number of transit days for each shipment. (See Exhibit 11)

Due to the IRS's 100% delivery requirement, Optional Mail procedures that do not weigh pallets of mail are not allowed or authorized.

Reimbursement for the actual freight costs will be made from copies of the commercial carrier freight bills that must be submitted with the contractor's invoice, and each freight bill must show the shipping cost and weight of the shipment." If the contractor utilizes a freight consolidator, payment will be made with the submission of the contractors invoices showing actual charges to the contractor. Reimbursed freight costs will not be subject to any "prompt payment discounts. The contractor must provide the scheduled dates for dropping at the BMC's and SCF's. Contractor must include copies of the USPS Form 8125 that have been signed at the recipient destination along with their freight bills and invoices or a Track/Trace report showing the appointment dates and USPS confirmation numbers. Freight charges must not exceed those in the submitted drop shipment plan, except for allowable fuel surcharges.

Submit drop shipment plan to: U.S. Government Printing Office, Stop PPP, Room C817, 27 G STREET NW, WASHINGTON, D.C. 20401. The container and accompanying documentation must be marked Attention IRS Desk, DROP SHIPMENT PLAN and must include the GPO jacket number.

Section 9 - PACKING FOR BULK SHIPMENTS (Ship f.o.b. contractor's city)

9.1 Bulk Shipments: Contractor to Furnish All Cartons For Bulk Shipments: Cartons must be corrugated or solid fiber shipping containers, 200 psi minimum bursting strength. Bottom flaps may be glued, stapled, or sealed with polyester tape 2 to 3" width, minimum 65 lbs./inch transverse tensile strength). If stapled, cartons must be stapled before packing and without damage to pamphlets. Cartons are to be sealed at top with 2 to 3" paper or polyester tape (not reinforced). Approximate carton size is 17-1/2 x 11-1/2 x 9". Contractor will determine exact dimensions of carton in accordance with trim size of pamphlets he will produce. Cartons used for bulk shipments require a carton label. (See Exhibit 6)

9.2 Carton Packing: Pack cartons in 2 stacks, in suitable uniform quantities per carton, with the weight of a fully packed carton between 28 to 32 lbs.

9.2.1 Pack 640 copies per carton in 4 stacks with full size corrugated boards on top and bottom of the printed work. Cartons used for bulk shipments require a carton label. (See Exhibit 7)

9.3 Small Parcel Shipments: Since the bulk consignments in Exhibit 1 are less than 750 lbs., the contractor is required to ship via small package carrier (SPC). The IRS will provide an IRS small package carrier account number. Contractors must notify the IRS at 202-622-7350, at least three Federal workdays, prior to the scheduled ship date, if a carrier account number has not been issued. If multiple small package carriers are to be used, an account will be assigned for each carrier. Contractors are required to ship using the designated carrier(s) and IRS account number(s) or be responsible for any additional shipping costs.

Section 10 - QUALITY ASSURANCE

10.1 QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards.- The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9 Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of the press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards.

- P-7. Furnished electronic media.
- P-8. Furnished electronic media.
- P-9 Pantone Matching System.

10.2 Production Samples: The copies included in (A), (B), and (C) are considered sample copies and will not be included in the quantity ordered and can not be included in the quantity billed.

(A) QUALITY ASSURANCE RANDOM COPIES: The contractor MUST submit 200 quality assurance random copies, addressed pamphlets, at the completion of production, to test for compliance against specifications. The contractor must divide the entire order into equal sublots and select 1 copy from a different general area of each subplot. The contractor will be required to execute "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed.

These randomly selected copies must be packed separately and identified by a special Government-furnished pink label, affixed to each affected container. Additional labels, if needed, are to be reproduced on pink stock. The container and its contents shall be recorded separately on all shipping documents and sent at contractor's expense, by traceable means, to U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, North Capitol & H Sts. NW, Washington, DC 20401.

A copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies", must be included with the Quality Assurance Random Copies.

(B) Ship or mail, by an overnight delivery service at contractor's expense, 325 unaddressed pamphlets within 24 hours of startup to one destination as follows:

25 copies - Internal Revenue Service
Room 5577, Attention: W:CAR:FP:F
1111 Constitution Ave. NW
Washington, DC 20224

300 copies - Internal Revenue Service
Attention: NCFB C5-158, David Tyree, W:CAS:SP:IMF:1
5000 Ellin Rd.
Lanham, MD 20706

(C) Ship or mail, by an overnight delivery service at contractor's expense, 50 pamphlets, addressed * and sealed, within 24 hours of the turnover of mail for Alaska & Hawaii to:

50 copies - Internal Revenue Service
Room 6242, Attention: Tiah Roberts, W:CAR:MP:P:W:T
1111 Constitution Ave. NW
Washington, DC 20224

* Use the following address information on samples:

	[unique number]	
name	ECRLOT	**CO 17
and	JAMES A & ANDREA A TAXPAYER	
address	16305 Main Avenue NW	S08 RR
data:	ANYTOWN US 99999-9999	
	BARCODE	

Section 11 - OFFERS

Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications.

BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+ or -) AND FOR SUBTRACTION OF UNDELIVERABLES WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE". Prices for these "ADDITIONAL RATES" must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award. Bidder MUST submit a price for each line item under the "Additional Rate" Section. If an entry of NC (No Charge) is entered, it shall be held that the bidder intends to furnish those items at no charge to the Government.

Transportation and mail costs will NOT be used as a factor in the basis of award.

11.1 Printing and binding 578,844 pamphlets; imaging/addressing, sorting, staging, and turnover of 569,000 pamphlets to Postal Service for Standard Mail; and packing 9,844 copies for bulk shipments, and administrative costs for implementing the drop shipment plan

.....\$ _____

The bidder must state the cost for preparing and implementing the drop shipment plan included in the total bid price above\$ _____

11.2 Prices for scheduled quantity changes "ADDITIONAL RATES"
(A price must be submitted for each line item)

11.2.1 Printing and binding pamphlets (8 pages).....per 1,000..\$ _____

11.2.2 Imaging/addressing of pamphlets.....per 1,000..\$ _____

11.2.3 Sealing: Glue Tabs or Wafer Seals.....per 1,000..\$ _____

11.2.4 Sorting, staging, and turnover of mail
(including carrier route sorting).....per 1,000..\$ _____

11.2.5 Passing records through NCOA.....per 1,000 records..\$ _____

11.2.6 Packing pamphlets for bulk shipment.....per 1,000..\$ _____

11.3 Name, address, and phone number of subcontractors, if any, and what they will perform on this contract.

11.4 NCOA Licensed Vendor - _____

11.5 Location of Staging Area: City _____ State _____ Zip Code _____

11.6 Point of entry for mail packages (Standard Mail):

City _____ State _____ Zip Code _____

Bidder must fill out and sign this page of these specifications and return them attached to the GPO Bid Form 910.

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), Room B-104, 45 G St. NW, Washington, DC 20404.

FACSIMILE BIDS ARE PERMITTED. Submit facsimile bids to FAX number 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Pub. 310.2), Page 1, Paragraph 6.

Name of Firm

Signature of Bidder